G. R. S. IX-5]

Previous references.

LS

192 /.

(~~EA~~ (ERB))

File No. 11-24

Serial Nos. 1

Later references.

LS 10-10-17

SCANNED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for July 21

SUBJECT.

Re filling up vacancies etc in the Depts of the Secretariat.

To the Head of Depts, Secy's Govt
D.cs of Outside Heads of Offices
No 390-449/Est II-R-1
dated 19.7.21.

With a view to re-absorb the persons now thrown out of employment owing to retrenchment, it is directed that no vacancies should be filled up by any Officer unless he is satisfied that the appointment cannot be made from amongst the persons who have been thrown out of employment owing to retrenchment.

ELS - ELS

WD 2238—GPB—20,000—14-6-20

June 8/8/21

2/1

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Urgent Q.

Local Medical Committee ~~Keighley~~ Bradford have applied for vacancies permanent, visiting contemplated vacancies temporary vacancies - temporary

BM

I prepared a draft yesterday under instructions of the 2nd Members. It is submitted herewith

BM
8/7/21

Chief Clerk

The draft revised. Please refer which I approve by appointments Discuss

BM
8/7

Revised typescript draft submitted

BM
8/7.

Chief Clerk

Answer as there this appears to be necessary to the men now serving whether any applicants to the Central

Reed BM

BM
9/7

Deliver Dept. Bradford. Please submit to me for consideration copy time

BM
10-7-21.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

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Members

2

5

G.R.S. III—31

E. A. 11—12 **Routine Notes.**

[To be used only for notes, requisitions, etc., not intended for permanent record.]

All Heads of Depts -
Secys to Govt
D. C. of Districts
All Heads of offices.

No 390-449/E.A.II-12-1
9-7-21

(81-1

With a view to re-absorb the persons now thrown out of employment owing to retrenchments, direct that no vacancies should be filled up by any officer competent to make the appts unless he has placed himself in communication with the E.A. Offr and ascertained whether any discharged person is available and ~~desirable~~ direct that the officers in whose offices retrenchments are effected and the officers in whose offices vacancies exist should send to the E.A. offices lists of thrown out officials and of vacancies respectively, to facilitate the preparation of comprehensive lists.

GEN. of E. AUDIT.
23 JUL 1921

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

43

Revised Draft

1000 copies to be printed.

No. 390-449 D 19.7.1924
EA 11.12.1

CIRCULAR MEMORANDUM.

In view of retrenchments that are being effected in the several offices, resulting in the discharge of a number of officials, it is necessary to make arrangements for the reabsorption in service of persons now thrown out at as early a date as is practicable so as to avoid undue hardship. Government accordingly direct that a list of all such officials should be prepared by the Efficiency Audit Officer for circulation to the several Departments. ~~Pending the circulation of such a list~~ that no officer competent to make appointments should fill up any vacancy in superior service permanently either by promotion or by appointment of new recruits until he has placed himself in communication with the Efficiency Audit Officer and ascertained whether any persons discharged as the result of retrenchment is available for the post concerned.

2. To facilitate the preparation of a comprehensive list ~~referred to above~~, all Heads of Offices in which establishments are reduced are requested to send to the Efficiency Audit Officer, General and Revenue Secretariat, Bangalore, a statement in the accompanying form (I) whenever such reductions are given effect to.

3. Similarly, Heads of Offices in which ---- vacancies exist or occur or are expected to occur during the current official year, are requested to send intimation in the accompanying

Form II immediately or on the occurrence of the vacancy or as early ~~as~~ beforehand as the vacancies can be foreseen.

4. Appointing officers are not prevented by this Memorandum from making temporary arrangements for the conduct of work in offices pending final selection by them of persons ~~finally~~ from lists furnished by the Efficiency Audit Officer.

Chief Secretary to Government.

15/7/21.

To all Heads of Depts, Secretariat Dept & Dist Heads of Dts.

All Heads of Offices.

5 6

I.

List of officials thrown out of employment on account of Retrenchment.

Name of Office. Department.

Name.	Age and Date of birth.	Examinations passed both general and Departmental.	Date of entry into service.
1	2	3	4

Pay at the time of leaving service.	Date of promotion to that pay.	Kind of work on which employed before discharge.
5	6	7

II.

List of vacancies.

Name of office. Department.

Name of vacant post.	Whether permanent or temporary.	Duties assigned to vacant post (briefly)	Qualification desired in Candidates for the post.
1	2	3	4

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. 390-449/E.A.11-21-1 dated, Bangalore 19th July 1921.

CIRCULAR MEMORANDUM.

In view of retrenchments that are being effected in the several offices, resulting in the discharge of a number of officials, it is necessary to make arrangements for the re-absorption in service of persons now thrown out at as early a date as is practicable so as to avoid undue hardship. Government accordingly direct that no officer competent to make appointments should fill up any vacancy in superior service permanently either by promotion or by appointment of new recruits until he has placed himself in communication with the Efficiency Audit Officer and ascertained whether any person discharged as the result of retrenchment is available for the post concerned.

2. To facilitate the preparation of a comprehensive list of officials thrown out of employ all Heads of Offices in which establishments are reduced are requested to send direct to the Efficiency Audit Officer, General and Revenue Secretariat, Bangalore, a statement in the accompanying form I whenever such reductions are given effect to.

3. Similarly, Heads of Offices in which vacancies exist or occur or are expected to occur during the current official year, are requested to send intimation direct to the said offcer in the accompanying Form II immediately or on the occurrence of the vacancy or as early beforehand as the vacancies can be foreseen.

4. Appointing officers are not prevented by this Memorandum from making temporary arrangements for the conduct of work in offices pending final selection by them of persons from lists furnished by the Efficiency Audit Officer.

By Order,

K. MATTHAN,

Offg. Chief Secretary to Government.

To—All Heads of Departments.
Secretaries to Government.
Deputy Commissioners of Districts.
All Heads of Offices.

8 7

I.

List of officials thrown out of employment on account of Retrenchment.

Name of office..... *Department*.....

Name 1	Age and date of birth 2	Examinations passed both general and Departmental 3	Date of entry into service 4	Pay at the time of leaving service 5	Date of promotion to that pay 6	Kind of work on which employed before discharge 7

II.

List of vacancies.

Name of office..... *Department*.....

Name of vacant post 1	Whether permanent or temporary 2	Duties assigned to vacant post (briefly) 3	Qualifications desired in candidates for the post. 4